



City of Riverside, California  
Personnel Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
City Manager

Number: II-8 Effective Date: 09/01

**SUBJECT:     POSITION CONTROL**

**PURPOSE:**

To establish the administrative procedures for administering the City's annual budget to ensure that the numbers of personnel employed by each City department do not exceed the numbers approved by the City Council; to establish administrative procedures for the assignment of position numbers, transfer of positions, deletion of positions, modification of positions, underfill of positions, addition of positions, and reclassification of positions.

**POLICY:**

The annual budget, as adopted by the City Council, sets forth by classification and job code the number of positions (for full-time employees) or the full-time equivalent staff years (for part-time and/or temporary employees) authorized for each department.

The Human Resources Department will maintain a system of personnel Position Control to ensure that the authorized staffing levels are observed.

Department Heads are accountable for administration of their budgets and for ensuring that requested positions and position control actions are in compliance with their approved budgets.

Requests for replacement of vacant budgeted positions will be reviewed and approved by the City Manager and may, if conditions warrant, be audited as to need or possible right-sizing by the Human Resources Department and/or the Office of Management and Budget of the City Manager's Department.

Requests for underfill of budgeted positions will be accompanied by a memo stating the reason for the underfill and listing the "reduced job functions" that will be performed at the lower level classification. The Human Resources Department will authorize such requests and ensure that the underfill is within the same job family or career path and that the proposed "reduced job functions" are appropriate for the proposed lower level classification.

Requests for transfer of positions (and incumbents, if applicable) and for modification of status for budgeted positions will be subject to approval by the Office of Management and Budget in the City Manager's Department.

The addition, deletion, or reclassification of personnel positions authorized in each department will be by recommendation of the City Manager subject to approval by the City Council. The Human Resources Department will maintain and control all additions, deletions, or reclassification of positions to or from the Position Control System.

Position control actions may include one or a combination of the following categories:

- 1) Assignment of a position number - budgeted position
- 2) Transfer of a position (including the incumbent, if applicable)
- 3) Deletion of a position
- 4) Modification of a position (i.e., status change, bargaining unit change, etc.)
- 5) Underfill of a budgeted position
- 6) Reclassification of a position

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Department Head	<ol style="list-style-type: none"> <li>1. Administers departmental budget and ensures that actions to fill budgeted positions are in compliance with approved budget.</li> <li>2. Prepares and forwards to the Management and Budget Office of the City Manager's Department the appropriate forms for the transfer of a position, deletion of a position, or modification of a position.</li> <li>3. Prepares and forwards to the Management and Budget Office of the City Manager's Department a "P-1" (Personnel Requisition Form 131-001) to fill vacant budgeted or addition of a position. If the position is an underfill, the "P-1" must be accompanied with a memo stating the reason for the underfill and listing the "reduced job functions" that will be performed at the lower level classification.</li> <li>3. Prepares and forwards to the Human Resources Department "Classification Study Request" (Form 1210.008) accompanied by proposed position duties and responsibilities for the reclassification of a position.</li> </ol>

City Manager  
(Office of Management & Budget)

4. Reviews position control actions for justification, funding and budget impact. Makes recommendations to City Manager on requests for filling of budgeted vacant positions, transfer of positions, deletion of positions, modification of positions, underfill of positions, addition of positions, and reclassification of positions.

City Manager

5. Approves or denies requests and may request additional information. If approved, sends request to Human Resources or City Council for action.

City Council

6. If required, approves or denies requested change(s) for addition, deletion, modification and reclassification of positions.

Human Resources Department

7. Monitors position control actions to ensure that the numbers of personnel employed by each department do not exceed the numbers approved by the City Council.
8. Conducts approved classification studies/ requests in accordance with Reclassification Policy II-2.
9. Conducts approved reorganization studies.
10. Determines if the underfill is appropriate (i.e., follows same career path) and whether proposed "reduced job functions" are appropriate for the proposed lower level classification.
11. Updates the position control system as required (inactivate budgeted position and create underfill position), assigns new position control number. Processes all position control system actions in accordance with established procedures.

Attachments:

1. "P-1" Personnel Requisition Form (131-001)
2. Classification Study request Form (1210.008)